

General Information Meeting (GIM) Packet

This meeting is a service provided by the City of Arlington at **no cost to the applicant**. The customer is encouraged to take full advantage of this service and read the entire contents of the packet. Please provide as much detail as possible so that all of your questions and concerns can be answered as accurately as possible. A detailed Site Plan is vital for Staff to comment fully and accurately during your meeting.

The GIM meeting is the first step in assisting with your proposed development. The meeting is structured so that most of your questions can be answered prior to you moving into the design phase of the development and spending money unnecessarily. It is important for you to ask any applicable questions that will assist you in moving forward with your project. We have included a list of Frequently Asked Questions (FAQ's) of which to choose from and you are more than welcome to ask your own. Please ask yourself what are your goals and expectations of the meeting and Staff will do their best to meet them.

Development Process:

There are three main aspects of the review process; Land Use, Site Civil, and Building/Fire Review. Your project may or may not involve all of these processes but it is safe to assume it will. The City of Arlington will conduct a concurrent review of all three disciplines in order to expedite your project; therefore, it is important for each process to be as detailed as possible. Land Use approval is always first and once SEPA has been determined and conceptual drainage approved the Site Civil Application can be submitted for review. Once the first round comments are received from the Site Civil review you may submit your Building Permit Application.

Meet the Team:

The GIM meeting will be attended by City Staff representing each review discipline. Other Staff may be invited to attend depending on the uniqueness of your proposal. The main players present at the meetings are;

- Planner, representing the land use review process
- Public Works, representing the site civil and inspection process
- Water, representing the water utility review process
- Sewer, representing the sewer utility review process
- Building, representing the building review process
- Fire, representing the fire review process
- Permit Technician, Point of contact for your project

Site Plan Requirements and Supporting Documentation for GIM

A site plan is an overhead view of the proposed development, which must outline the following;

- Lot size, location, dimension
- Building footprint on lot with scaled dimensions
- Buildings primary use and construction type
- All rooms (uses) within the building and dimensions of each
- Parking lot location and dimensions
- Wet lands, steep slopes, critical areas, easements, etc.
- Accessible parking and accessible approaches from Right-of-Way
- Ingress and egress location from street(s)
- Existing structures or infrastructure on the site
- Existing well/septic if applicable

The site plan does not have to be professionally designed at this point, however, we do ask that it be submitted on an 11" X 17" minimum size paper and contain an accurate scale. The more detailed information included on the site plan translates to more accurate information provided by Staff.

Land Use FAQ's:

Is the proposed Use allowed?

Will the proposed project require a Land Use Permit?

Type of Land Use Permit required: Zoning, SEPA, Design Review, Special Use or Conditional Use Permit?

How long does the review process take?

How much does a Land Use Permit cost?

How long does land use/design review process take?

Will Park or School Impact Fees apply?

How tall can my building be?

What building setbacks will be required from property lines, etc.?

What will the parking requirements be?

What landscaping/screening requirements will be required?

Site Civil FAQ's:

When is a Site Civil Permit required?

What is required for drainage?

Can I prepare the Civil Plans myself?

What are the fees associated with a Site Civil Permit?

How long is the review process?

What are frontage improvements and will I be required to install them?

Will a Performance or Maintenance Bond be required?

What triggers Traffic Mitigation fees and how are the fees calculated?

Is a traffic study required?

What will be my estimated water/sewer connection fees?

How do I find out if I have water and sewer available at the site?

Will I be required to hook up to water and sewer?

Must existing wells and septic systems be decommissioned?

Building/Fire FAQ's:

How much are the Building Permit fees?

How long does the review process take?

Will I be required to install a Fire Sprinkler System?

Are fire hydrants required on or near my proposed site?

Do I need a Fire Lane/Access?

Where can I place my Fire Department Connection, if needed?

How big can I build my building?

Will Mechanical and/or Plumbing Fees apply?

How are the Mechanical and/or Plumbing fees calculated?

Do I need to provide both Male and Female ADA restrooms?

Does the proposed building have to be designed by a Licensed Architect or Engineer?

You may choose any of the FAQ's that you desire and add as many other questions that you think are relevant to your proposed project. If any hazardous processes, hazardous material storage, fueling operations, or other hazards proposed as part of this project please indicate the quantities and types of hazardous material and type(s) of hazardous process being proposed.

Please fill out the attached GIM application, complete your site plan, compile your list of questions and supporting documentation and return to the Permit Center for processing by 5pm the Wednesday prior. General Information Meetings are held every Wednesday on a first come, first serve basis at 1:30 pm in the Permit Center Conference Room, located in City Hall. The Permit Technician assigned to your project will guide you through the process.

If you have any questions after reviewing the GIM Packet please call 360-403-3551 or email the Permit Center at ced@arlingtonwa.gov.